

Library Travel/Training Funding Request

Submit Completed Form Via Email to Business_and_Finance@AD.UCSD.EDU

Traveler Information

Name

Date

Program

Travel / Training Information

Trip Description

Purpose of Trip

Destination

Departure/Beginning Date:

Arrival/End Date:

Estimated Cost:

Airfare

Ground Transportation

Round Trip Miles

Registration

@\$0.54 per mile
As of Jan. 1, 2016

Registration Due Date

Lodging

Other
(Please specify in comments)

Meals

Total Estimated Cost:

Funding Approval

Index Number

Additional Index

Index Number Total

Additional Index Total

Home Program Director Signature

Funding Approval Signature (required for training or non-PD funds)

AUL Signature (required for admin funds or training fund requests greater than \$1,000)

Additional Program Director Signature (required for individuals with split assignments)

Please note: Please review available index(s) balances before obtaining funding approval. This is to ensure that the index(s) has sufficient balances to cover expected cost. Additional funding information can be found on LISN at [Policies Regarding Funding for Administrative Travel, Career and Professional Development, and Training](#)

Comments